United States Department of State

Foreign Affairs Manual

Volume 2 – General

Change Transmittal: GEN-409
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2 FAM 1110
DIRECTIVES

Changes

1. This Change Transmittal issues the following major revisions to subchapter 2 FAM 1110:
   - **2 FAM 1113.4, Office of Inspector General**: This office has statutory authority under the Inspector General Act of 1978, as amended, to review proposed legislation, regulations, and policies relating to programs and operations of the Department and other establishments for which OIG provides oversight. OIG provides written comments on such proposals when appropriate. OIG's review ensures its awareness of all changes relevant to its oversight responsibilities, and its comments typically focus on text that is related to OIG work or recommendations within the past 3 years as well as OIG oversight authorities and internal operations;
   - **2 FAM 1115.1, The Foreign Affairs Manual (FAM)**: Information regarding these volumes has been augmented;
   - **2 FAM 1116.2-2, Internal Clearances**: Originating/program offices are responsible for obtaining their own bureau's internal clearances; they work with the relevant volume coordinator as needed. Drafters should be in contact with A/GIS/DIR to obtain an informal review before getting the internal clearances; and
   - **2 FAM 1116.2-3, Department Review and Clearance Points**: OIG is always a review point for new policies. OIG will comment, as appropriate, but does **not** clear.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last

changed.

3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Office of Directives Management (A/GIS/DIR). Please direct questions concerning content, substance, and interpretation to this office as well as administrative questions on the Foreign Affairs Manual or its related Handbooks.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 2 FAM 1110 (CT:GEN-395; 07-05-2012) and insert new subchapter 2 FAM 1110 (CT:GEN-409; 07-03-2013).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:GEN-409, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.